

buildingoffice@northtonawanda.org

Office Use Only
Date: _____
Check # _____
Receipt # _____
License # _____

City of North Tonawanda
Building Department
 216 Payne Avenue, Rm 8
 North Tonawanda, NY 14120
 Phone: (716) 695-8595 Fax: (716) 695-8544

Fee: \$125.00
Make checks payable to: North Tonawanda Treasurer
 All licenses expire 12/31 of the issuing year.

RENEWAL APPLICATION FOR CONTRACTOR LICENSE

Name of Company, DBA or Corp: _____

Business Address _____

City _____ State _____ Zip _____

Business Phone _____ Mobile/Pager _____ FAX _____

Email: _____

of Years in the Business _____ Name of Principal owner or owners _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Date of Birth _____

Any outstanding Liens or Judgments _____ Approximate No. of Employees _____

Be advised that Section 50 of the General Cities Law of the State of New York states that each person duly licensed and engaging in business as a contractor for a fee, within the City of North Tonawanda, New York shall register annually with the City Clerk. Such registration shall run from January 1st to December 31st in each successive year.

In order to receive a Contractor License from the City of North Tonawanda, your insurance agency must insure the City of North Tonawanda that they will provide a Certificate of Insurance upon renewal of the policy, or in the event the policy is not renewed, your agency insures that they will notify this office within five days of the expiration date.

Barring either of the above, the City of North Tonawanda must deny a Building License to your insured.

If any of the required insurances are allowed to expire, your license will be suspended, and no building permits will be issued until your insurances have been updated. If any contractor is found to be performing any work within North Tonawanda City limits without a license and or permit, they are subject to a fine and or imprisonment.

* Verification by Subscription and Notice Under Penal Law Section 210.45 *

It is a crime, punishable as a Class "A" Misdemeanor under the laws of the State of New York, for a person, in and by a written instrument, to knowingly make a false statement, or to make a statement which such person does not believe to be true.

Affirmed under Penalty or Perjury this _____ day of _____ 20__

 Signature of Applicant



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NOTICE TO RENEW CITY OF NORTH TONAWANDA CONTRACTOR LICENSE

Please be advised that your City of North Tonawanda Contractor License will expire on December 31st. Complete the renewal application (second side of this page) and return with the required \$125.00 and the following required insurance forms. Insurances may be emailed to buildingoffice@northtonawanda.org. Please make check payable to “**North Tonawanda Treasurer.**”

1. A Certificate of Insurance showing **General Liability** insurance in the amount of at least \$300,000
2. One of the following forms indicating compliance with NYS Compensation law pertaining to **Worker’s Compensation** Insurance requirements:
 - ⊕C-105.2 or
 - ⊕U-26.3 or
 - ⊕Self Insurance Form or
 - ⊕NYS Workers’ Compensation Exemption Waiver Form CE-200 (www.wcb.state.ny.us.)
3. One of the following forms showing compliance with NYS Compensation law pertaining to **Disability Insurance**
 - ⊕DB-120.1 dated within one year of date license is issued or
 - ⊕NYS Disability Exemption Waiver Form CE-200 (www.wcb.state.ny.us.)

**** Upon receipt of the above items, a new license will be mailed to you. No license will be issued unless a current Certificate of insurance in the amount of at least 300,000 and the required workers’ Compensation form and disability form are provided to this office. Unless all requirements are met and maintained, your license will not be valid.**

FAILURE TO RENEW MAY RESULT IN ANY AND ALL WORK BEING STOPPED.

BEFORE YOU MAIL, PLEASE REVIEW THE FOLLOWING CHECK OFF LIST.

- Completed Application
- Liability Insurance Certificate
- NYS Workers Insurance Certificate OR Waiver
- NYS Disability Insurance Certificate OR Waiver
- \$125 check payable to North Tonawanda Treasurer

Return to:
Tara Hildebrant
Building Dept.
216 Payne Ave. Rm 8
North Tonawanda, NY 14120